

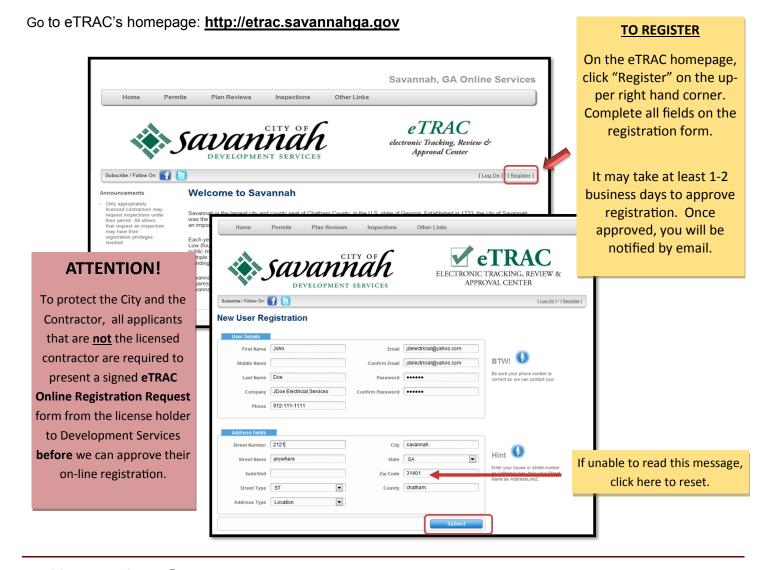
# QUICK STEP-BY-STEP GUIDE

- How To Register in eTRAC
- How To Log On
- How To Complete an online "Standalone"
   Trades Permit Application
- How To Pay Permit Fees online





# How to Register in eTRAC



# How to Log On

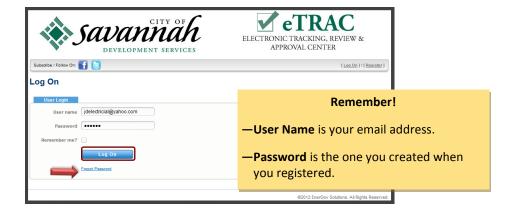


## **TO LOG ON**

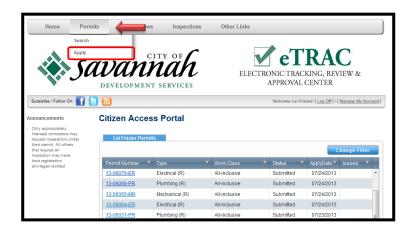
On the eTRAC homepage, click "Log On" on the upper right hand corner.

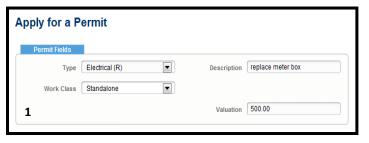
### ATTENTION!

If you forget your password, click **Forgot Password** and eTRAC will automatically reset and create a new password for you. Your new password will be sent to your email address.

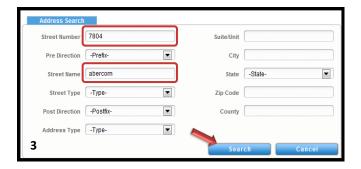


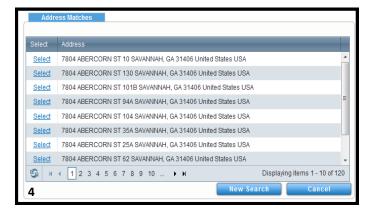
# How to Complete an Online Permit Application and Pay Permit Fees











#### You must log on to eTRAC To

#### apply for a permit

Once logged on, all permits and plan cases that are attached to you will appear in the **PERMIT TABLE** and **PLAN TABLE**.

#### **COMPLETING THE ONLINE APPLICATION**

You must be a licensed contractor to apply for a permit.
Only **Standalone** and **Temporary** permits can be submitted online.

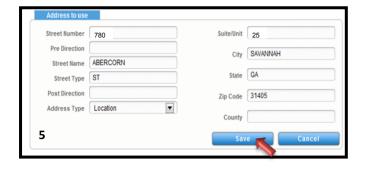
- On the Menu Bar, place pointer over PERMIT and click APPLY from the drop-down window.
  - Select **TYPE** and **WORK CLASS** from the drop-down window.
  - Provide a complete description of work to be completed.
  - **DO NOT** add \$ or , when entering the valuation.

## **ADD ADDRESS:**

- 2. At the Address Search module, click NEW SEARCH.
- Enter only the <u>street number</u> and <u>street name</u>. DO NOT enter street type Road, Street, etc. Leave remaining fields blank. Click **SEARCH**. This will pull all addresses including apartment units, shopping center and office suites.

To search for a Specific Unit or Suite, follow the above steps and enter the unit /suite letter or number in the Suite/Unit field.

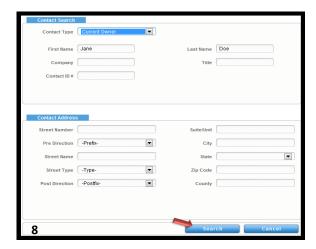
- 4. **SELECT** the correct address from the returned addresses. If no address is found, start a **NEW SEARCH** by entering only the street name or abbreviate the name.
- **5. SAVE** the address into the application.



## Add CURRENT OWNER'S Information:



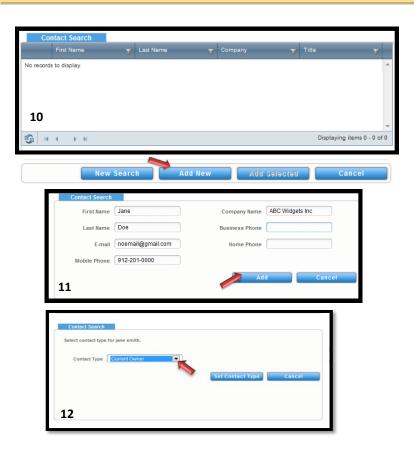








- 6. At the Contact Search Module, click ADD CONTACT.
- From the drop-down window select Current Owner, click SELECT.
- 8. To find the current owner OR your contact for this job, search either by the name (using <u>first initial</u> and <u>last name</u>) OR address (using <u>street number</u> and <u>street name</u>). When done, click **SEARCH.**
- 9. IF the owner or contact's name is displayed, select by clicking the circle, then click ADD SELECTED. The name will appear in the contact table. Click SUBMIT to complete the application process. The permit number will appear at the top of the application.
- 10. IF no record is displayed, click ADD NEW.
- 11. Manually add the contact or current owner's information. If you don't know the email address, type <a href="mailto:noemail@yahoo.com">noemail@yahoo.com</a>. For Company Name enter <a href="mailto:noe
- **12.** From the drop-down window select **Current Owner**, click **SET CONTACT TYPE**. The name will appear in the contact table. Click **SUBMIT** to complete the application process.



How to Pay Permit Fees online: After successfully submitting the application and receiving the permit number, on the same page, scroll down to the bottom and click Pay Fees . In the Invoice Record, on the upper right hand corner, click Make Payment . At MyGovPay, enter the credit card information and click process payment.

Note: Check payments are currently not accepted.